



THE SECRETARY OF THE TREASURY  
WASHINGTON 20220

JUN 5 1973

MEMORANDUM TO: Heads of Bureaus and Offices

Department of the Treasury

SUBJECT: Disclosure of Records under the Freedom of Information Act

The attached Administrative Circular No. 159, Revised, restates and updates the Department's policy and procedures on the disclosure of records under the Freedom of Information Act. It is intended to bring into use throughout the Department the current principles and guidelines for compliance with the Act recommended by the Administrative Conference of the United States and by the House Committee on Government Operations, and formulated by the Department of Justice in its revised disclosure regulations of February 9, 1973.

I urge you personally to review these principles and guidelines and to reaffirm your own commitment to applying them in both spirit and fact in your area of responsibility. Treasury's record in this field has been good, but I believe that a new look at your internal policies and procedures and their application could produce even better results.

I cannot stress too strongly my own personal concern that we conduct the Department's business with total observance of the principle of free flow of information as intended in the Freedom of Information Act.

George P. Shultz

Attachment